SONY

3-755-946-22 (1)

Dictator/Transcriber

BI-85

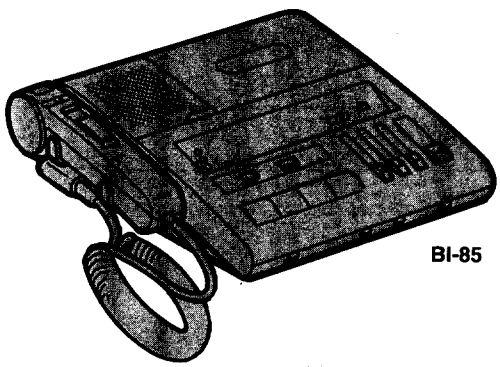
Operating Instructions

Before operating the unit, please read this manual thoroughly and retain it for future reference.

Owner's Record

The model and serial numbers are located on the bottom. Record the serial number in the space provided below. Refer to them whenever you call upon your Sony dealer regarding this product.

Model No. BI-85 Serial No. _____



BI-85

HU-80 (not supplied)

© 1992 by Sony Corporation

WARNING

To prevent fire or shock hazard, do not expose the unit to rain or moisture.

To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

After operating the unit with an AC power adaptor, be sure to disconnect the adaptor from the wall outlet. The power switch on the unit does not turn off the AC power adaptor.

Table of Contents

Features 4
Precautions 5
Operation flow chart 6
 Dictating 6
 Transcribing 7
Location and function of controls 8

Preparation 10
 Connecting the power source 10
 Connecting the HU-80 hand control unit 10
 Connecting the FS-75 foot control unit 10
 Inserting a cassette 11
Dictating 13
 Operation 13
 Useful functions 14
 Tips for a more efficient dictating 16
Transcribing 17
 Operation 17
 Useful functions 18
 Tips on transcribing 20
Erasing 21
Alarm system 22
Telephone recording 23

Maintenance 24
 Cleaning the heads 24
Specifications 25
Troubleshooting guide 26

Features

The **Sony BI-85 dictator/transcriber** is designed to be used for both dictating and transcribing.

As a dictator

- The Sony HU-80 hand control unit (not supplied) remotely controls the BI-85 dictator/transcriber.
- Electronic index signal — "LTR" (letter=end of document) signal — can be recorded on a tape while the unit is set in the recording (dictating), telephone recording, stop or playback mode.
- Alarm sound informs a recording error.
- Recording of telephone calls can be performed with the use of the optional telephone recording adaptor TL-4.
- With the use of the optional earphones DE-35, DE-36 or headphones MDR-U10M, you can monitor the sound with the desired sound level during recording.

As a transcriber

- Auto stop function quickly accesses the dictated material.
- Auto backspace function with the REVERSE TIME control makes transcribing easy by enabling the reviewing of the last recorded words each time the playback is resumed.
- Rapid erasing function with the ● ERASE button and the ◁◁ REW button.

Precautions

- Operate the unit only on 9 V DC.
  For the AC operation, use the AC power adaptor supplied with the unit. Do not use any other AC power adaptor as it may cause a malfunction of the unit.
- Unplug the AC power adaptor from the wall outlet when it will not be used for an extended period of time. To disconnect the adaptor, pull it out by grasping the adaptor itself. Never pull it by the cord.
- Do not place the unit in a location near heat sources such as radiators or air ducts or in a place subject to direct sunlight, excessive dust, mechanical vibration or shock.
- Allow adequate air circulation to prevent an internal heat build-up. Do not place the unit near materials (curtains, draperies, etc.) that may block the ventilation holes.
- Should any solid object or liquid fall into the unit, unplug the unit and have it checked by qualified personnel before operating it any further.
- The supplied AC power adaptor becomes hot if it is connected to a wall outlet for a long period of time. However, this will not cause any mechanical problems.

If you have any questions or problems concerning your unit that are not covered in this manual, please consult the Sony dealer from whom you purchased the unit.

Operation Flow Chart

For details, refer to the pages in ●.
: Necessary step
: Optional step

Dictating ⓭

Connect the AC power adaptor to the unit and to a wall outlet. ⓾

Connect the optional HU-80 hand control unit. ⓾

Set the POWER switch to ON.

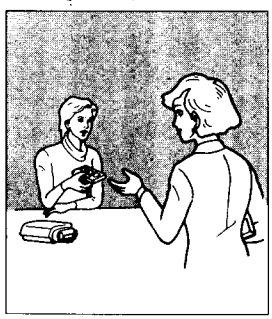
Insert a cassette. ⓫

Press the RESET button to set the TAPE COUNTER to zero.

Set the function selector of the HU-80 to DICT. Speak into the microphone.

For quick reviewing (playback) and correcting the dictated material
Keep the function selector of the HU-80 pressed down toward B. SPACE to rewind the tape until the desired point on the tape is reached. Release the selector and playback of the dictating begins. When the reviewing is completed, set the function selector to DICT to proceed with the dictating.

Record the LTR signal at the end of each dictated material. ⓮



Set the function selector of the HU-80 to STOP.

Press the eject button to remove the cassette.

Hand the cassette to your secretary or transcriptionist.

Transcribing ⑰

FS-75 (not supplied)

Disconnect the HU-80 hand control unit (if it is connected).

Connect the optional FS-75 foot control unit. ⑩

Set the POWER switch to ON.

Insert the dictated cassette. ⑪

Set the SPEAKER selector to BUILT-IN ⑳ or connect earphones. ⑳

Set the AUTO STOP selector to OFF. ⑱

Press the ◁◁ REW button.
When the beginning of the dictated cassette is reached, a beep tone is heard and the unit automatically shuts off.

Keep the right side of the pedal depressed. ⑳
(When the FS-75 is connected.)
or
Press the ▷ LISTEN button. ⑳
(When the BI-85 is used for operation.)

Adjust the VOLUME control and the TONE control.

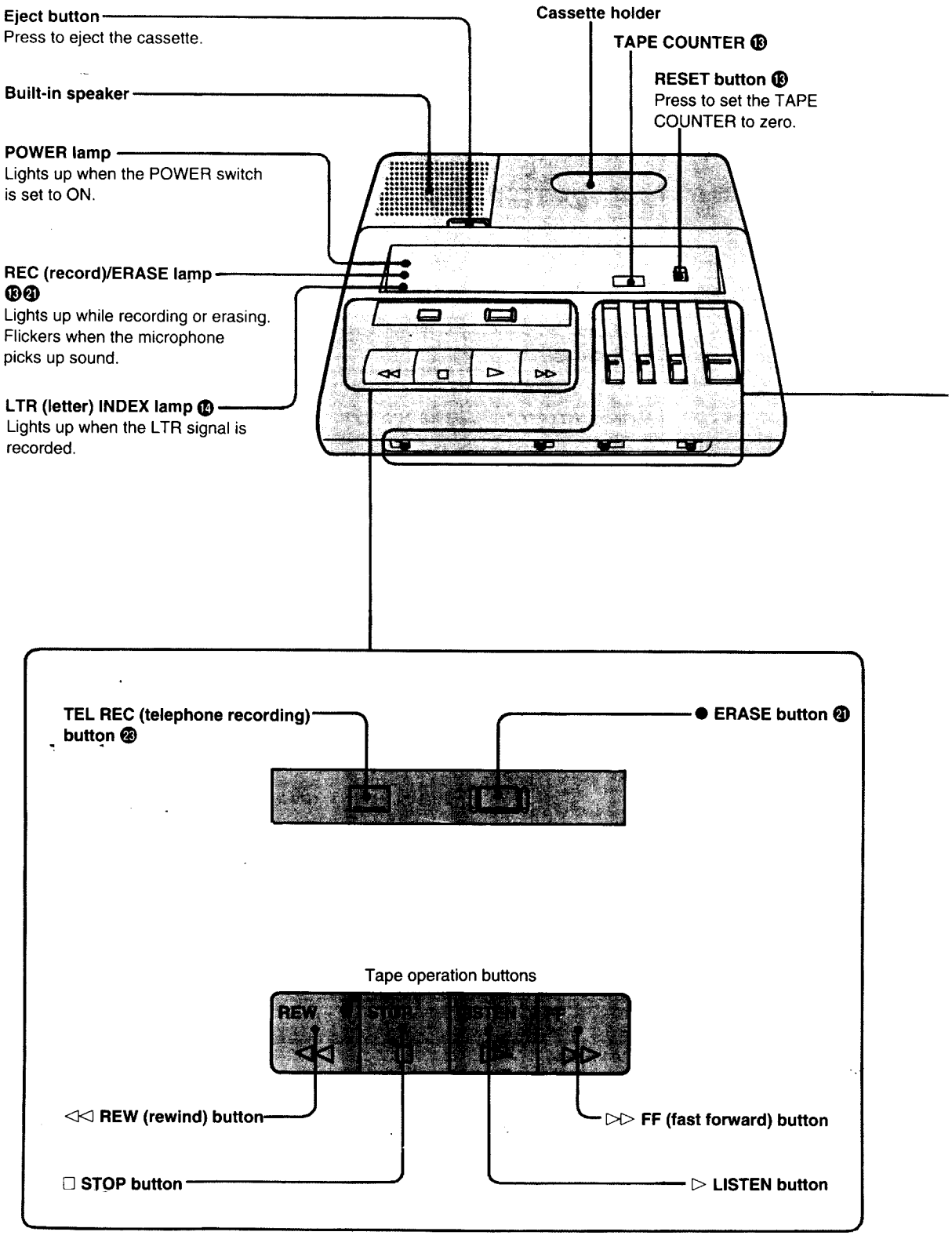
Adjust the starting point for playback with the use of the REVERSE TIME control. (When the FS-75 is used.)
Set the SPEED CONTROL selector to ON and adjust the tape speed with the SPEED control. ⑱

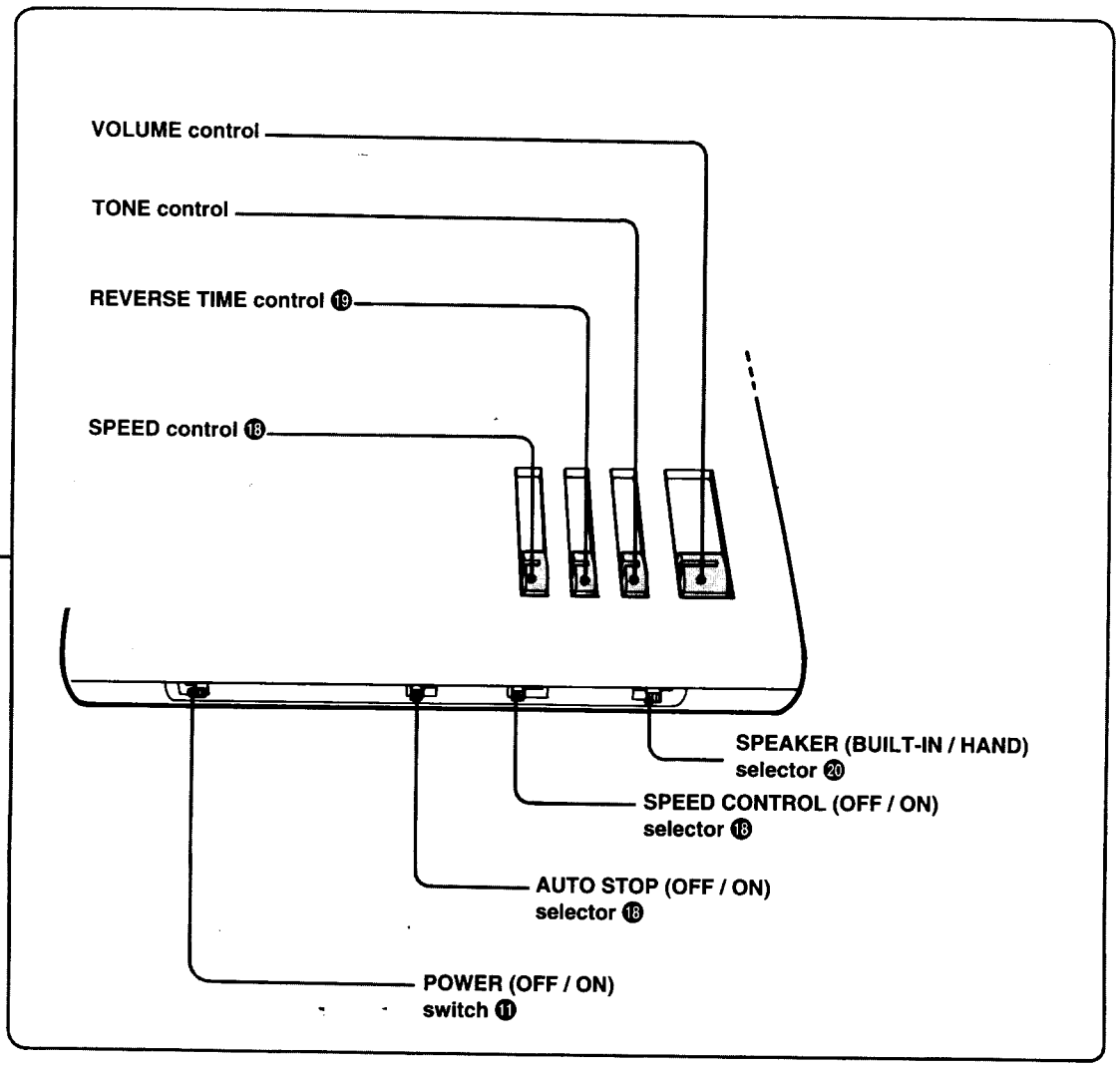
After transcribing, stop the tape.
Release the pedal. (When the FS-75 is used.) ⑳
or
Press the □ STOP button. (When the ▷ LISTEN button on the BI-85 is pressed to play back the tape.) ⑳

Erase the tape.

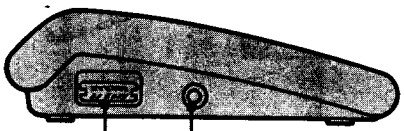
Location and Function of Controls

For details, refer to the pages indicated in ●.

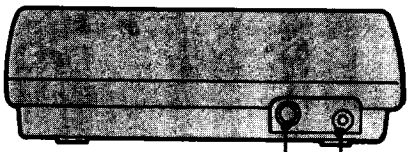

Eject button
Press to eject the cassette.
Built-in speaker
POWER lamp
Lights up when the POWER switch is set to ON.
REC (record)/ERASE lamp ⓭㉑
Lights up while recording or erasing. Flickers when the microphone picks up sound.
LTR (letter) INDEX lamp ⓮
Lights up when the LTR signal is recorded.
Cassette holder
TAPE COUNTER ⓭
RESET button ⓭
Press to set the TAPE COUNTER to zero.
TEL REC (telephone recording) button ㉓
● **ERASE button** ㉑
Tape operation buttons
REW
STOP
LISTEN
FF
◁◁ **REW (rewind) button**
▷▷ **FF (fast forward) button**
□ **STOP button**
▷ **LISTEN button**



Left side

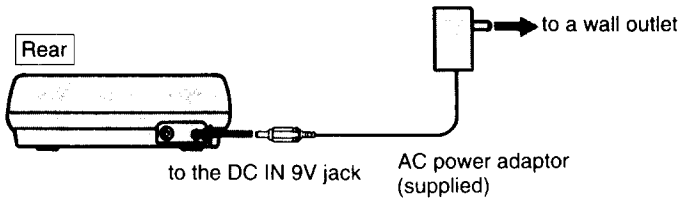


Rear



Preparation

Connecting the Power Source



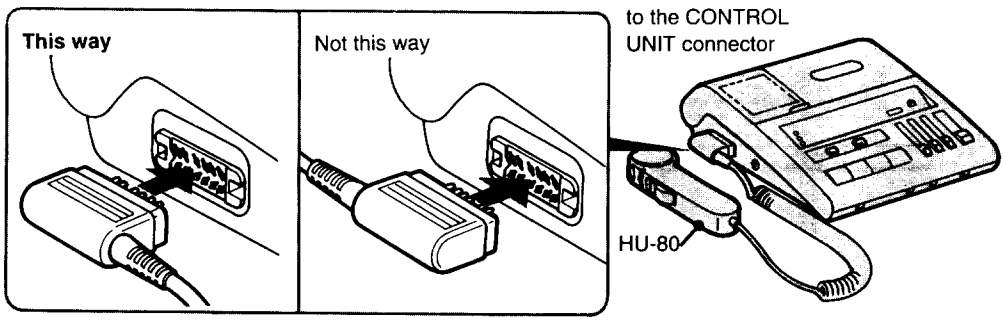
Note on the AC power adaptor

Use only the AC power adaptor (supplied). Do not use any other AC power adaptor.

Polarity of the plug

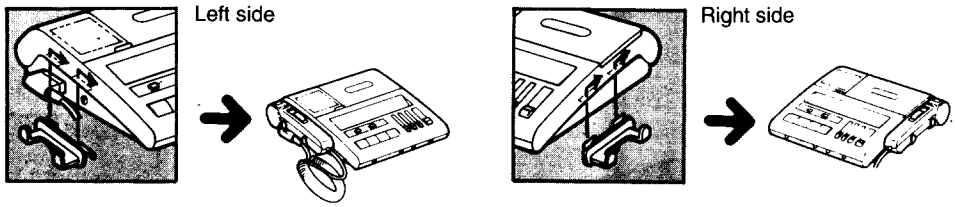
Connecting the HU-80 Hand Control Unit (not supplied)

For operation, refer to "Dictating" on page 13.



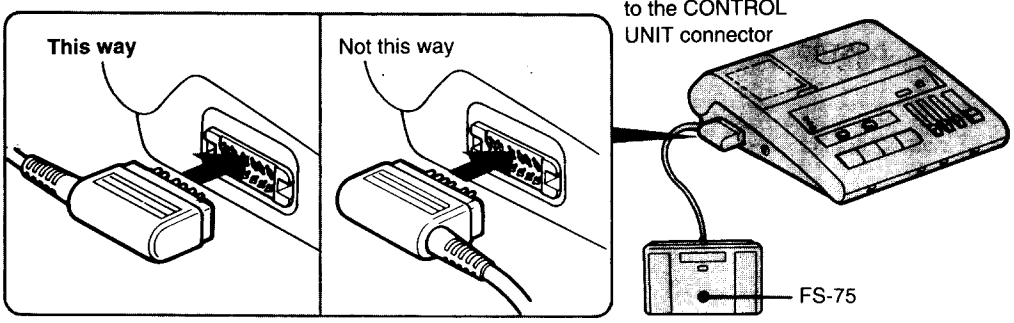
Attaching the cradle

Attach the cradle which is supplied to the HU-80 to the left or right side of the unit. Place the HU-80 hand control unit on the cradle while not in use. Insert the cradle into the slots and slide to secure it.

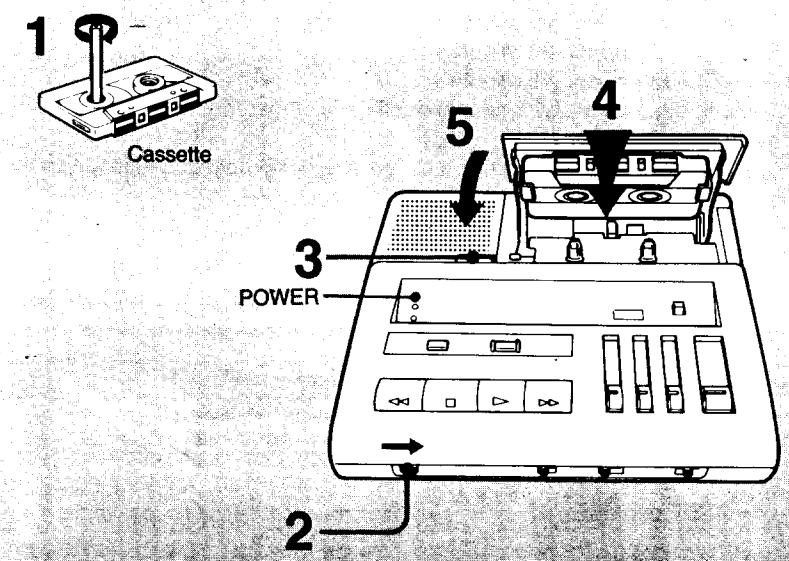


Connecting the FS-75 Foot Control Unit (not supplied)

For operation, refer to "Transcribing" on page 17.



Inserting a Cassette



1 **Take up any slack in the tape.**

2 **Set the POWER switch to ON.**
The POWER lamp lights up.

3 **Press the eject button** to open the cassette holder.

4 **Insert a cassette into the cassette holder with the side to be recorded or played back facing upward.**

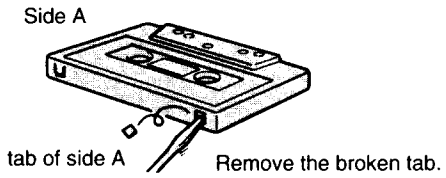
5 **Close the cassette holder.**

■ Notes on cassettes

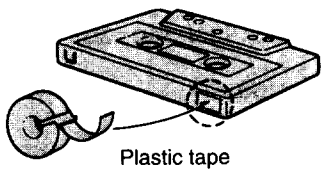
- Any standard cassette can be used, but the optional Sony leaderless cassette DC-60 or DC-90 is recommended. The use of a TYPE II (CrO_2) or TYPE IV (Metal) cassette is not advisable.
- Choose a cassette of suitable length. The recording time on each side of these cassettes is as follows:
  Sony DC-60 Approx. 30 minutes
  Sony DC-90 Approx. 45 minutes
- The use of cassettes whose running time is longer than 90 minutes (total time) are not advisable.
- The letter A on the Sony cassette is embossed to help you distinguish that side of the cassette in a dimly lit area.

To prevent accidental erasure

When the unit is operated in the recording mode, any previous recordings will be automatically erased. For this reason, cassettes incorporate a safety device to prevent any accidental erasure.
When the small tabs at the rear of a cassette are broken off, an interlock on the unit will be activated, preventing recording.*
To protect the recording on side A, break off the tab of that side.
To protect the recording on side B, break off the tab of that side.



To reuse a cassette for recording after the tabs have been removed, simply cover each slot with a small piece of plastic tape. Do not stick any material on any other part of the cassette except the circled part, as illustrated below.

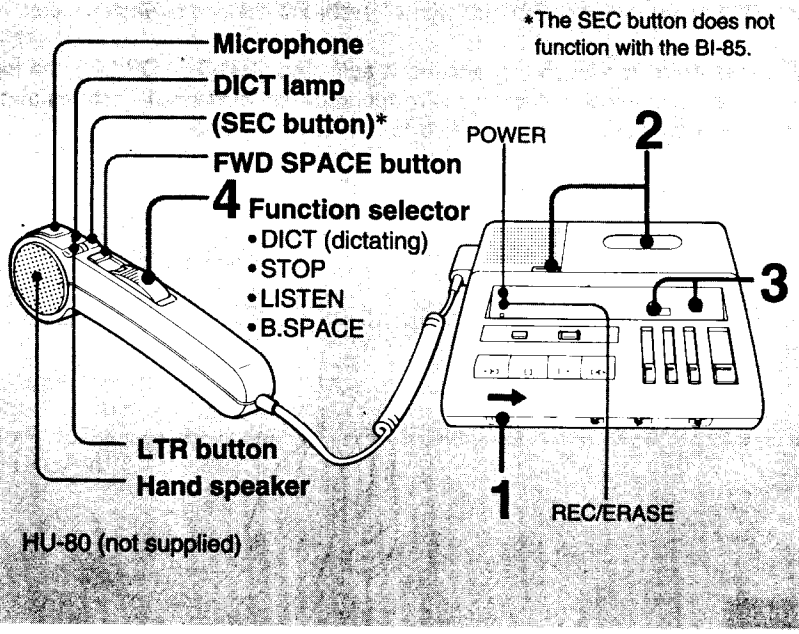


*When the cassette is loaded for telephone recording with the tabs broken off and the TEL REC button is pressed, the beep tone is heard and the TEL REC button does not operate.
When the cassette is loaded for dictating with the tabs broken off and the function selector is set to DICT, recording cannot be made and the beep tone is heard.

Dictating

To use the unit as a dictating machine, connect the HU-80 hand control unit (not supplied). For the connection instructions, see page 10.

Operation



1 **Set the POWER switch to ON.**
The POWER lamp lights up.

2 **Insert a cassette. (See page 11.)**

3 **Press the RESET button to set the TAPE COUNTER to zero.**

4 **Set the function selector to DICT.**
Recording starts. Speak into the microphone.
The DICT lamp (HU-80) lights up and REC/ERASE lamp (BI-85) flickers when the microphone picks up the sound.

To stop the tape
Set the function selector to STOP.

Note

Keep the HU-80 away from the BI-85 during recording.
If not, noise may be recorded.

Useful Functions

■ LTR (letter) signal

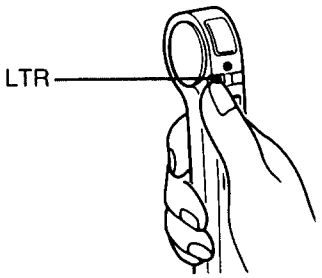
You can record electronic index signals on the tape with the HU-80 while the unit is set in the recording (dictating), telephone recording, stop or playback mode.

LTR (letter=end of document) signal: Record at the end of each dictated material.

When the Auto stop function (page 18) is activated (AUTO STOP:ON), the tape automatically stops at each index signal when it is rewound or fast forwarded. Dictated material can be located without the user's having to listen to the entire tape.

To record the LTR signal

Press the LTR button on the HU-80.
Each time the button is pressed, the LTR INDEX lamp (BI-85) lights up for about 3 seconds.

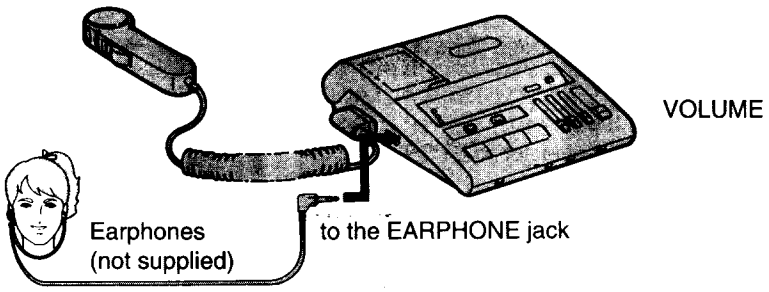


Notes

- The LTR signal should be recorded with the intervals of more than 6 seconds.
- Playback sound is muted while the LTR signal is recorded. However, the recorded material will be protected.
- While the LTR signal is being recorded with the SPEED CONTROL selector set to ON, the tape will run at the normal tape speed.

■ Monitoring while dictating

The recording can be monitored through the earphones. Connect the Sony earphones DE-35, DE-36 or headphones MDR-U10M (not supplied) to the EARPHONE jack located on the left side of the unit. Adjust the VOLUME control if necessary.



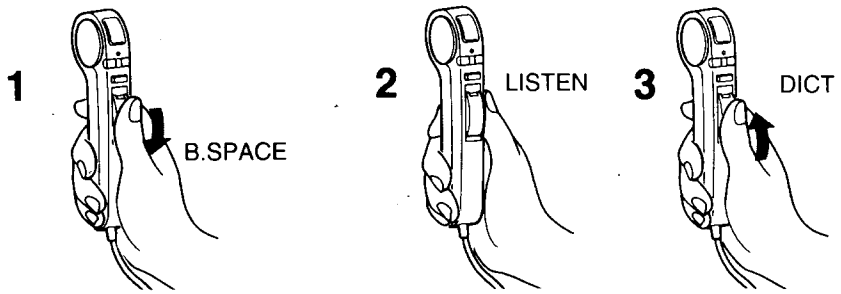
■ Quick reviewing (playback) and correcting the dictated material

You can easily play back the dictated material and correct it if necessary.

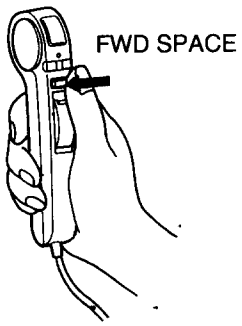
1 Keep the function selector of the HU-80 pressed down toward B.SPACE to rewind the tape.

2 Release the selector. Playback of the dictating begins.

3 When the reviewing is completed, set the function selector to DICT to proceed with the dictating.



To fast forward the tape, keep the FWD SPACE button of the HU-80 pressed until the desired section is located.



Tips for a More Efficient Dictating

Before you start dictating
- Organize your thoughts.
- Make notes or an outline of what you want to dictate.
- Check that the cassette is erased. (See page 21.)

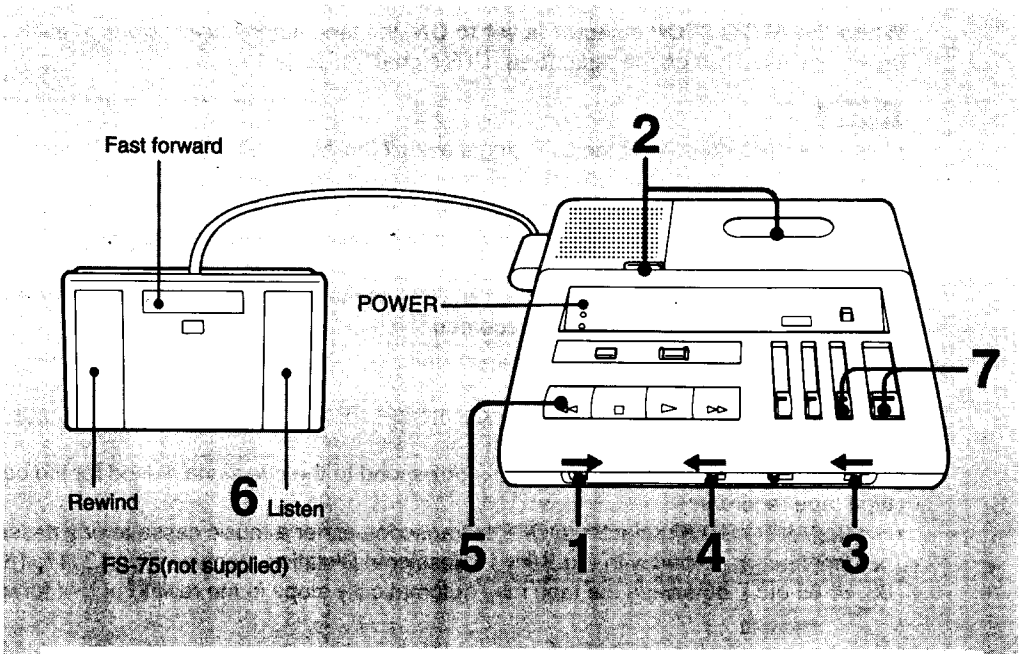
When you start dictating
- Identify yourself.(Name, department, phone number, etc.)
- Indicate the type of dictating. (Memo, letter, etc.)
- Give transcribing instructions. (Type of stationery, number of copies, envelopes, etc.)
- Specify distribution. (Name, addresses, etc.)

During dictating
- Relax and speak clearly, at normal speed.
- Short sentences are best.
- Include punctuation.
- Spell difficult or unusual words.
- Correct your mistakes. (Review and redictate.) (See page 15.)
- At the end of each dictated material, record an LTR signal.

Transcribing

To use the unit as a transcribing machine, connect the FS-75 foot control unit (not supplied). For the connection instructions, see page 10.

Operation



1 **Set the POWER switch to ON.**
The POWER lamp lights up.

2 **Insert the dictated cassette. (See page 11.)**

3 **Set the SPEAKER selector to BUILT-IN.**

4 **Set the AUTO STOP selector to OFF. (See page 18.)**

5 **Press the ◁◁ REW button to rewind the tape.**
When the tape reaches the beginning of the dictated cassette, a beep tone is heard and the unit automatically shuts off.

6 **Keep the right side of the pedal of the FS-75 depressed to play back the tape.**

7 **Adjust the VOLUME control and the TONE control.**

To stop the tape
Release the pedal of the FS-75.

To rewind the tape
Keep the left side of the pedal of the FS-75 depressed.

To fast forward the tape
Keep the center top of the pedal of the FS-75 depressed.

Useful Functions

■ Auto stop function

With the Auto stop function, recorded documents can be located without the user's having to listen to the entire tape. This function activates only in the rewind or fast forward mode.

When the AUTO STOP selector is set to ON, the tape automatically stops at each LTR signal previously recorded on the tape. (See "LTR signal" on page 14.)

Notes

- The tape does not stop at the LTR signal even if the AUTO STOP selector is set to ON while the ▷▷ FF button or the ◁◁ REW button is continuously depressed.
- When the AUTO STOP selector is set to ON, the tape automatically stops at each SEC signal previously recorded on the tape with the Sony Professional Dictation Machine (BM-88 etc.).

When the AUTO STOP selector is set to OFF, the tape does not stop even if the electronic index signals have been previously recorded.

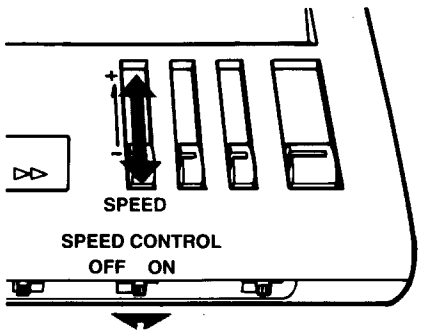
Notes

- E-INDEX signal of the Sony conventional models (BM-12, 17, 18, etc.) corresponds to the LTR signal of BI-85.
- LTR signal and E-INDEX signal do not correspond to the cue signals used for the consumer type tape recorder.
- Set the AUTO STOP selector to OFF to transcribe either a music cassette or a cassette which has not been recorded with the Sony Professional Dictation Machine (BM-12, 17, 18, 75, 80, 88, BI-85 etc.), otherwise the tape may automatically stops in the rewind or fast forward mode.

■ Controlling the speed

Set the SPEED CONTROL selector* to ON to adjust the tape speed with the SPEED control. The tape can be played back at a speed faster or slower than normal. Set the SPEED CONTROL selector to OFF to transcribe the dictated material at the normal speed.

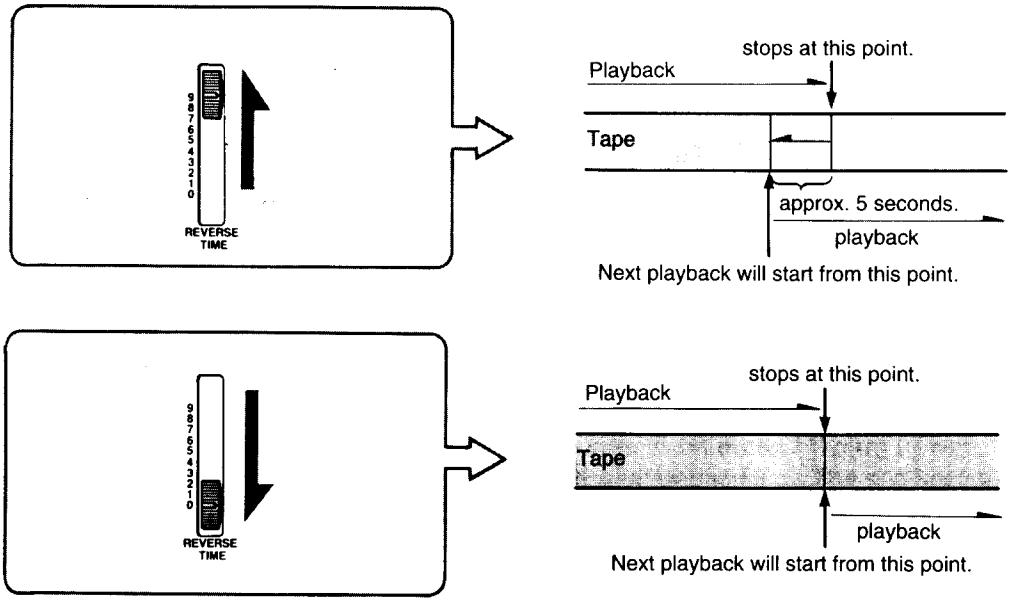
*Tape speed can be changed in the range of approximately -20% to +50% with the use of the SPEED control.



■ Auto backspace function

This function operates only when the FS-75 foot control unit is connected. With the use of the REVERSE TIME control, the tape is rewound a little each time it is stopped. Then, the last few recorded words can be reviewed when you resume playback. Adjust the REVERSE TIME control to determine the length of the tape to be rewound. At "9" position, the tape is rewound so that the dictated material can be reviewed for approximately 5 seconds*. At "0" position, the tape stops without being rewound at all.

*Measured at some point near the middle of the tape. The reverse time will vary in accordance with the remaining length of the tape.



Set the REVERSE TIME control to the desired position and keep the right side of the pedal of the FS-75 depressed to play pack the tape.

■ Tape transport operation

	BI-85	HU-80	FS-75
Rewind	Press the ◁◁ REW button.	Keep the function selector pressed down toward B. SPACE.	Keep the left side of the pedal depressed.
Stop	Press the □ STOP button.	Set the function selector to STOP.	Release the pedal.
Listen	Press the ▷ LISTEN button.	Set the function selector to LISTEN.	Keep the right side of the pedal depressed.
Fast forward	Press the ▷▷ FF button.	Keep the FWD SPACE button pressed.	Keep the top center of the pedal depressed.

■ Private listening

Connect a Sony earphones DE-35, DE-36 or headphones MDR-U10M (not supplied) to the EARPHONE jack.
The sound will be heard through the earphones and the speaker will be disconnected.

■ Selecting the speaker

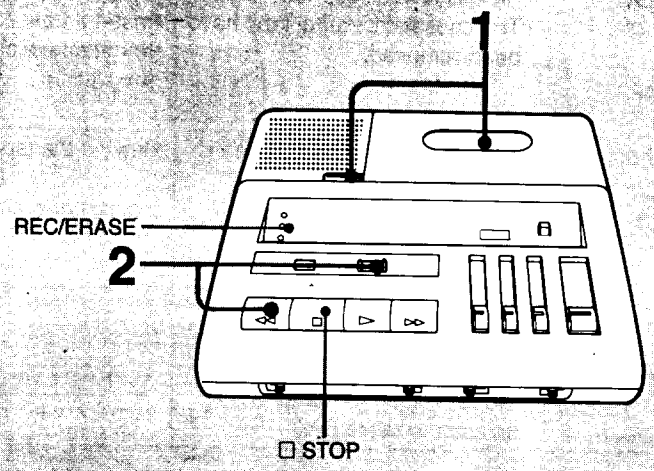
You can play back the dictated material through the built-in speaker or the speaker on the HU-80 by setting the SPEAKER selector to BUILT-IN or HAND.

Tips on Transcribing

- Before typing, check the number of the dictated material and review the contents using the auto stop function.
- Erase the tape when transcribing is finished.

Erasing

The recording can be erased rapidly.



1 **Insert the cassette with the side to be erased facing upward.**
Be sure not to rewind the tape after transcribing. The end section of the dictated material to be erased should be positioned at the recording head.

2 **Keep the ● ERASE button pressed and then press the ◁◁ REW button.**
The REC/ERASE lamp lights up. The section of the tape being rewound is erased.

To stop the tape
Press the □ STOP button.

For easier and quicker erasure of the entire cassette, use the Sony BE-9H cassette eraser (not supplied).

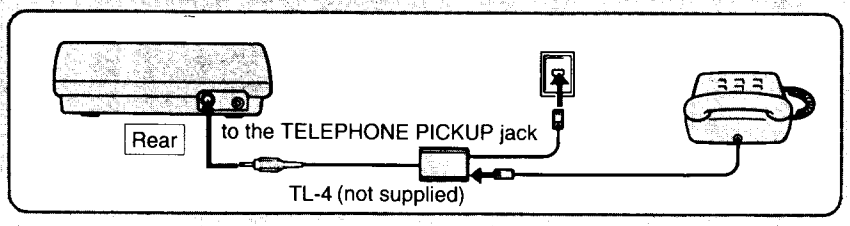
Alarm System

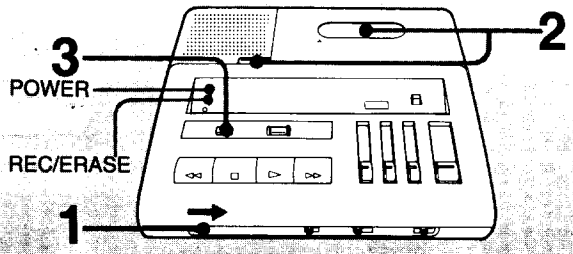
The alarm system is activated in the following situations.

Alarm system	Situation	To release alarm system
When you press a button, 	• No cassette is inserted. • The cassette's safety tabs have been removed.	First, release the button, then •Insert a cassette. •Insert a new cassette or cover the slot.
When the unit shuts off, (about 2 seconds)	• The end of the tape has been reached. • The tape is torn.	Rewind the tape. Insert a new cassette.
When the unit shuts off, (about 0.5 second)	The LTR signal is detected while the tape is wound rapidly (in the fast forward or rewind mode) when the AUTO STOP selector is set to ON.	The beep tone stops after about 0.5 second.

Telephone Recording

To record a telephone conversation, connect the TL-4 telephone recording adaptor (not supplied)* to the TELEPHONE PICKUP jack. For further details, refer to the instruction manual of the telephone recording adaptor.





*The TL-4 telephone recording adaptor cannot be used on some telephones.

1 Set the POWER switch to ON.
The POWER lamp lights up.

2 Insert a cassette. (See page 11.)

3 Keep the TEL REC button pressed for more than a second.
Telephone recording begins. The REC/ERASE lamp flickers when the telephone recording adaptor picks up the sound.

To stop the tape
Press the □ STOP button.

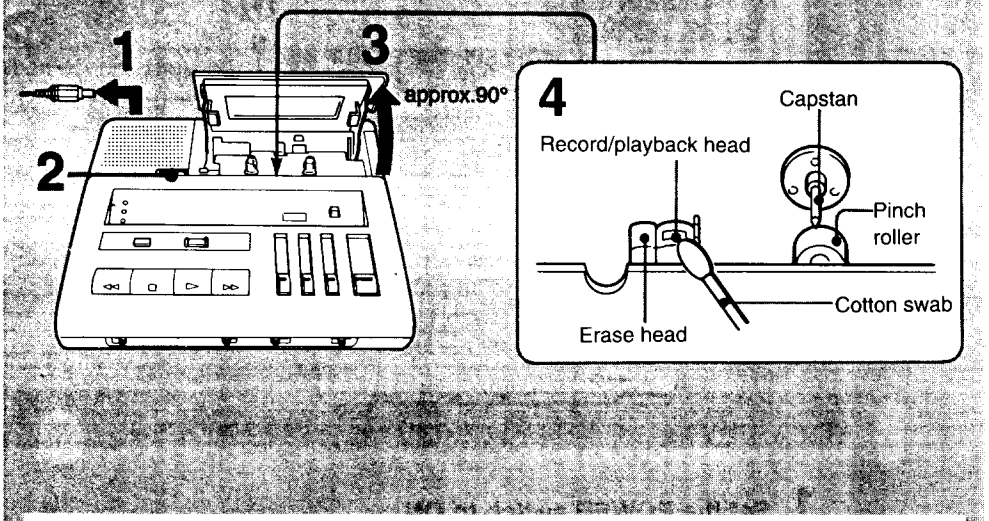
At the beginning of telephone recording
The LTR signal is automatically recorded.
While the LTR signal is being recorded (for about 3 seconds), the unit cannot be stopped even though the □ STOP button is pressed.

During telephone recording
Only the LTR button (HU-80) and the □ STOP button (BI-85) are operative.

Maintenance

Cleaning the Heads

To produce optimum sound, clean the tape heads after every 10 hours of use.



1 **Disconnect the AC power adaptor.**

2 **Press the eject button to open the cassette holder.**

3 **Pull up the lid further to the direction of the arrow.**

4 Moisten a cotton swab or a soft cloth with alcohol and **wipe the parts as shown above.**

■ Cleaning the cabinet

Clean the cabinet with a soft cloth slightly moistened with a mild detergent solution. Never use strong solvents, such as thinner or benzine, since they may damage the finish.

Specifications

Recording system	4-track 2-channel monaural (L channel for electronic index signals, R channel for sound signals)
Tape speed	4.8 cm/s (1 7/8 in./s)
Fast winding time	Approx. 2 min. 20 sec. with Sony cassette DC-90
Frequency response	200 – 8,000 Hz
Speaker	Approx. 5.7 cm (2 1/4 in.) dia.
Power output	350 mW (at 10% distortion)
Input	TELEPHONE PICKUP (minijack) Sensitivity 0.2 mV Input impedance 10 kohms
Output	EARPHONE (minijack) for 8 – 300-ohm earphones
CONTROL UNIT connector	for HU-80 or FS-75
Power requirements	9 V DC DC IN 9V jack accepts the supplied AC power adaptor for use on 120 V AC, 60 Hz
Power consumption	14 W (with the supplied AC power adaptor)
Dimensions	Approx. 200 × 70 × 245 mm (w/h/d) (7 7/8 × 2 7/8 × 9 3/4 in.) including projecting parts and controls
Mass	Approx. 1.2 kg (2 lb. 11 oz.)
Supplied accessory	AC power adaptor (1)

Design and specifications subject to change without notice.

Optional Accessories

Hand control unit HU-80
Foot control unit FS-75
Earphones DE-35, DE-36
Headphones MDR-U10M
Telephone recording adaptor TL-4
Telephone pickup TP-15
Message coupler TL-2
Cassette eraser BE-9H

The BI-85 cannot be used with the Microcassette adaptor MA-50.

Your dealer may not handle some of the above listed optional accessories. Please ask the dealer for detailed information about the optional accessories available in your country.

Troubleshooting Guide

Should any problem occur, conduct the following simple tests to determine whether or not servicing is required. If the problem persists after you have conducted these tests, consult the nearest Sony Dictation Systems dealer.

The unit does not operate.

- The AC power adaptor is not plugged into a wall outlet.
- The POWER switch is set to OFF.

No sound from the built-in speaker

- The SPEAKER selector is set to HAND.
- The VOLUME control is set in the MIN position.
- An earphone is plugged in.

The tape speed is too fast or too slow.

- The SPEED control is set incorrectly.
- The SPEED CONTROL selector is set to ON.

The tape stops in the rewind or fast forward mode and the beep tone is heard.

- When the AUTO STOP selector is set to ON,

— a cassette with electronic index signal recorded is used.

— either a music cassette or a cassette which was not recorded with the Sony Professional Dictation Machine (BM-12, 17, 18, 75, 80, 88, BI-85 etc.) is used. → Set the AUTO STOP selector to OFF.

- The entire tape has been wound.

Recording functions (Dict, Erase, Telephone recording, LTR) do not activate.

- The tape is completely rewound.
- The cassette tabs have been removed.

HU-80 or FS-75 does not operate.

- The plug is not connected to the CONTROL UNIT connector firmly.
- The BI-85 is operated with the tape operation button on the BI-85. → Press the □ STOP button and proceed with the operation on the HU-80 or the FS-75.

Sound drop-outs, loss of high frequency sounds, or excessive noise

The heads are dirty. See "Maintenance".

Erasing is unsatisfactory.

The erase head is dirty. See "Maintenance".